

## **INSTRUCTIONS FOR COMPLETING A PERSONAL ELECTRICAL LICENSE AND EXAMINATION APPLICATION**

Procedure for using the online forms in fill-able PDF format

1. Determine and secure the required information.
2. All required information should be readily at hand before starting, as completed or partially completed forms cannot be saved.
3. The fill-able PDF feature allows the information to be entered into the application while online by tabbing through the forms and entering applicable information.
4. Print completed forms before exiting the system or clicking reset. The information entered into the forms cannot be saved electronically and will be lost upon exiting or resetting. (You may want to print two copies, one for submittal and one for your records.)
5. If you do not wish to use the fill-able feature, you may print the blank forms and type or print legibly with ink.
6. A completed and signed application may be mailed or delivered in person to the address at the top of the application form.

When completing the enclosed application form, applicants must check the **TYPE OF LICENSE or EXAMINATION** they are applying for. Applicants must provide the **COMPLETE ADDRESSES** of their employers and schools attended to enable the department to obtain written verification of their experience and education. The Minnesota Electrical Act and Minnesota Rules, chapter 3800 requires written evidence of electrical experience. An incomplete application will result in delay or disapproval because of insufficient verified experience. If an applicant has previously made application to the department for a license or examination, it is only necessary to provide the employment record since the date of the last application and to mark it: **"REFER TO PREVIOUS APPLICATION."**

Applicants should read and understand the statement on the reverse side of the application form regarding providing complete information.

**ALL APPLICANTS MUST SUBMIT AN APPLICATION AND EXAMINATION FEE OF \$35 WITH THIS APPLICATION FORM.**

**APPLICATION FORMS MUST BE SIGNED AND DATED BY THE APPLICANT.**

Application processing generally requires 30 days or more. As soon as all, or sufficient employment experience has been verified, a comparison to the experience requirements for the license or examination type is performed and applicants are notified in writing whether their application has been approved or disapproved. Except for an applicant's name and address, all application information is private until an applicant becomes licensed. The information on the status of individual applications will only be furnished to the applicant upon written request, personal visit to the department, or where other verified identification is provided. Private information can only be released to others upon the applicant's written release.

If approved, applicants will be notified in writing and requested to contact the department to schedule their examination.

The department has prepared a License Examination Guide that provides detailed information about the examination. A copy of the License Examination Guide may be obtained from the department's Web site at: <http://www.dli.mn.gov/CCLD/PDF/LicensingExaminationGuide.pdf>

## **RECIPROCAL APPLICANTS ONLY**

Applicants may qualify for a license without taking an examination through reciprocal agreements the department has with other states. Minnesota has reciprocal agreements with the following states: Alaska, Arkansas, Colorado, Idaho, Montana, Nebraska, New Hampshire, New Mexico, North Dakota, Oklahoma, South Dakota, Utah, Washington, and Wyoming for the Journeyman License. In addition, Minnesota has reciprocal agreements with Nebraska, North Dakota, and South Dakota for the Master License. Applicants for a reciprocal license do not have to provide experience and education information. Applicants that meet the agreement requirements will be notified in writing of their eligibility for a Minnesota license of a similar class, and a license will be issued upon the receipt of the license fee.

Please use the following address and telephone numbers to contact the department when necessary.

Department of Labor and Industry  
Construction Codes and Licensing Division  
443 Lafayette Road North  
St. Paul, MN 55155-4342  
651-284-5064  
Fax 651-284-5743  
TTY 651-297-4198